LEAVE, SLA & PDMRA

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Agenda

1. References
2. Common Leave Discrepancies
3. Special Leave Accrual
4. Lump Sum Leave (LSL) – Reserve Component
5. Post Deployment Mobilization Respite Absence (PDMRA)
6. Conclusion

References

DOD Instruction 1327.06 w/ch2 13 Aug 13
(Leave and Liberty Policy and Procedures)

MCO 1050.3 J
(Regulations for leave, liberty, and administrative absence)

CMC MSG DTG 001200Z OCT 11
(Carrying Over of Accrued Leave for Marine Corps Reserve Component)

DASA (MP) Memo 0812

OCAR (RC) Memo 0812

DFAS-KC 7220.31

MARADMIN 355/12 (Changes to PDMRA)

PAA 08-13 (Clarification of PDMRA)

PAAN 01-15 (Election For Reserve Marines to Carry Over or Sell Leave..,)

Common Leave Discrepancie

- **Appropriate Leave Approving Authorities are not being appointed in writing, nor are they approving or disapproving all leave requests submitted via MOL.**

Reference: MCO 1050.3J, Chap 1, para 3; MCM par 1007

Per the references, commanders are allowed to delegate specific authority to assist in the performance of their command functions, which includes granting leave, liberty, and administrative absence.

***NOTE – The CO/I&I is the only one who should be disapproving a leave request.**

Common Leave Discrepancie

- **The Commanding Officer is not ensuring Marines authorized leave are signing out and in properly. (Note: Companies must obtain Battalion Commander's Leave Policy and endorse it with their own if delegated.).**

Reference: MCO 1050.3J, Chap 2, para 5b

The day of departure from the duty station is a day of duty and not chargeable as leave. However, when such departure is prior to half a duty day, then the day of departure is chargeable as leave. The day of return from authorized leave shall be counted as a day of leave; however, when such return is prior to the Marine's normal work hours on a scheduled day of duty or prior to 0800 on a Saturday, Sunday or holiday, the day of return shall be counted as a day of duty.

***NOTE – Departing at 1201/Returning at 1200 only applies when driving**

Special Leave Accrual

- **Eligibility Criteria:**

Marines are authorized to accrue up to 120 days earned leave when assigned to duty under the following circumstances:

- Hostile Fire or Imminent Danger Area

- **When serving on active duty for a continuous period of at least 120 days in an area in which Marines are entitled to Hostile Fire or Imminent Danger Pay.**

- Deployable Ship or Mobile Unit

- **When serving on a deployable ship, with a mobile unit of the Operating Forces, or similar duty which, because of operational mission requirements, deploys or operates away from its designated homeport or homebase for a continuous period of at least 120 days, thus preventing normal use of accrued leave before it is lost at the end of the fiscal year. Marines serving less than 120 consecutive days away from**

Special Leave Accrual

Eligibility Criteria Continued:

- Other duty

- When serving on other prescribed duty, normally or a continuous period of at least 120 days or more during the fiscal year, the situation preventing Marines assigned to such duty from using leave must have been caused by a national emergency and/or crisis or operations in defense of national security. Furthermore, the duty should preclude Marines from taking leave to reduce their leave balance to 60 days before the end of the fiscal year. The provisions of this authority may be extended for Marines assigned to units when they are prohibited from taking leave because of their involvement to directly support a designated contingency operation. Marines must meet all the following criteria to be eligible:

Special Leave Accrual

Other duty continued:

- **Must be duties that, due to extraordinary circumstances in direct support of operational requirements (e.g., Mojave Viper, Mountain Viper, Desert Talon, and pre-deployment training and work-ups, etc.), preclude the Marine from taking leave, not just increased workload.**

- **Must be duties that preclude the Marine from taking leave to reduce leave balance to 60 days before the end of the fiscal year (i.e., officially denied the opportunity to take leave).**

- **Must be duties that include working weekends and special liberty periods and national holidays.**

Special Leave Accrual

Eligibility Criteria Continued:

- Deployable Ship or Mobile Unit Homeported or Homebased Overseas

- **When serving on a deployable ship or embarked mobile unit including Operating Forces units or similar duty, permanently homeported or homebased outside of the 50 United States, in port or at homebase and has deployed out of homeport or homebase more than 6 consecutive months of the time, thus preventing normal use of earned leave before it is lost at the end of the fiscal year. Marines assigned to a ship or unit, as described in this paragraph, but assigned for less than 6 months of the fiscal year are not eligible.**

Special Leave Accrual

Eligibility Criteria Continued:

- Joint Service

- A Marine serving in joint organizations must meet operational eligibility criteria outlined in paragraph 9a. Final determination of eligibility shall be made by the joint organization in which the Marine is serving via the Marine Corps administrative chain of command.

- Marines who will not loose leave at the end of the fiscal year in which the qualifying period terminates are not affected by this entitlement regardless of the number of days served on a qualifying assignment.

Special Leave Accrual

- **Verification Procedures:**

- Marines who believe they are eligible should request SLA through their administrative chain, (i.e., personnel office).

- Commanders are responsible for:

- **Ensuring Marines under their command are informed of this entitlement. In the absence of adequate documentation, an individual's signed sworn statement based on the eligibility criteria in paragraph 9a is acceptable.**
- **Ensuring an appropriate Marine Corps Total Force System (MCTFS) entry is made for unit deployment dates of departure and arrival for qualifying assignments as described in paragraph 9a.**
- **Verifying if the Marine was in receipt of SLA during the last four fiscal years. By law, no Marine can carry over more than 120 days at any time.**

Special Leave Accrual

- **How to request for Special Leave:**
  - **Marine On Line (MOL)**

- **Click on Leave/Liberty.**
- **Select the context in which you want to work.**
- **Create New Request.**
- **Under the two Types select Leave and than in the drop down box select Special Leave.**
- **Then normal leave regulations input for Requested Departure/Requested Return and Leave Destination apply accordingly.**

Special Leave Accrual

- **Approving Authority:**

  - **(1) Battalion/squadron commanders are delegated authority to grant SLA**

to Marines eligible under paragraphs 9a(1)–9a(3) and 9c(2) (deployments).

  - **(2) Those delegated authority to grant "Other Duty" SLA are the first**

general officer with General Court-Martial Convening Authority in the chain of
command; Commanding Officer, Marine Support Battalion; Commanding Officer,
Marine Security Force battalion; and Commanding Officer, Marine Corps Embassy
Security Command. According to paragraph 9a(4), this is entitled to eligible
Marines when they do not have an SLA qualifying duty during the fiscal year as
listed in paragraphs 9a(1)–9a(3).

RESERVE COMPONENT MARINES AND LUMP SUM LEAVE (LSL)

POLICY CHANGES REGARDING RESERVE COMPONENT MARINES AND LSL

MARINE CORPS RESERVE PERSONNEL TO CARRY OVER ANNUAL LEAVE

rve Component Marines on Active Duty for at least 31 days or mo
zed to carry over any unused leave upon separation to their next
ve service.

paration or release from active duty must be under honorable condition

lection to carry leave is made (in writing), leave will be sold as LSL.

ember must sign a statement reflecting the decision to carry over unus
alance to their next Active Duty period.

arried over, that leave maybe taken during the new period of active du
may elect payment of (LSL) upon separation.

ssive periods of accrued leave maybe lump together.

RESERVE LUMP SUM LEAVE CONTINUES

- **Members in the (SMCR, IMA, and IRR) who are issued consecutive active duty orders of "30 days or less", any leave accumulated will be paid (LSL) upon completion of their final tour of active duty.**

- In the event of member's death, unpaid leave will be paid to surviving beneficiaries.

- 60 day career sell back limitations; Payment of leave for Reserve

Component (RC) Marines or Retired Marines activated in support of a contingency operation or RC Marines on Active Duty Operational Support (ADOS) orders not exceeding 365 days are exempt from the 60-day leave payment limitation per reference (37 U.S.C. 501, 307a).

What is PDMRA

- **PDMRA is a program to recognize service members under the Secretary's jurisdiction who are deployed or mobilized beyond DOD rotation frequency thresholds established by SecDef Memorandum "Utilization of the Total Force" by awarding them administrative absence days.**

PDMRA

- **DoDI 1327.6** Leave and Liberty Policy and Procedures

Deployment and Mobilization Frequency Requirements and/or Thresholds

- **AC Service members who, on the first day of their current deployment, had deployed in excess of 12 months out of the previous 36 months, and who meet the other eligibility criteria contained in this enclosure, qualify for PDMRA days.**

- **RC Service members who, on the first day of their current qualifying mobilization, had been mobilized pursuant to sections 12301(a), 12302, or 12304 of reference (d) in excess of 12 months out of the previous 72 months, and who meet the other eligibility criteria contained in this enclosure, qualify for PDMRA days. The 12 month qualifying period may include service pursuant to section**

PDMRA

- **DoDI 1327.6** Leave and Liberty Policy and Procedures

Election of Payment for PDMRA Days for Select RC Service Members

- **Under current law, RC Service members who are also Federal, State, or local government civilian employees are not permitted to receive their civilian pay while on active duty utilizing accrued PDMRA days. To resolve this pay restriction, the Secretary concerned may offer such RC Service members a special PDMRA payment which permits such members to elect to receive Assignment Incentive Pay (AIP) pursuant to section 307a of reference (e), in lieu of being awarded PDMRA administrative absence days. For this purpose, the AIP would be valued at a rate of $200 for each day of administrative absence that otherwise would have been authorized under the PDMRA program, not to exceed the statutory $3,000 monthly maximum limit of AIP**

PDMRA

- **MARADMIN 355/12** Changes to PDMRA
  (establishes the 28 July 2012 effective date)

- **The location designated as qualifying for PDMRA is by the Secretary concerned.**

- **Max accrual of PDMRA per occasion.**

- **Qualifying AC/RC Marines Mobilized/Deployed may receive up to 24 PDMRA administrative absence days off for respite following a 12 month mobilization/deployment.**

- **Public Law 112-120 effective 25 May 2012 grandfathers RC members under the previous PDMRA rates for those service members mobilized before 1 October 2011.**

PDMRA

- **PAA 08/13** PDMRA Clarification

- **Cancelled PAA 05-13.**
- **Re-emphasizes MARADMIN 355/12 and added the following.**
- **RC members will also accrue one day of PDMRA per month when: dwell time is broken, the established mobilization threshold is exceeded, and the RC service member is assigned anywhere outside of CONUS or U.S. territories if the RC member is not already otherwise entitled to PDMRA.**
- **RC service members on ADOS AC/RC orders with a component code other than "KM" are not entitled to accrue PDMRA unless the service member is in a designated location.**
- **Currently there are no areas designated that qualify AC Marines to one day per month PDMRA accrual.**

Tracking PDMRA

- **Within ODSE ReportNet, under Public Folders/ODSE User Reports/MCAAT/Internal Controls/Leave, there are reports to assist you in tracking PDMRA. You can also create your own quality control roster utilizing this program.**

- **Recommend you pull the roster monthly or bi-monthly depending on the size of your unit.**

Processing PDMRA

- **When does PDMRA reset to ZERO:**

  - **Join new duty station (AcDu/AR).**
  - **Separation (AcDu/AR).**
  - **Deactivation (Reserve).**
  - **Transitioning between components.**

Processing PDMRA

- **Accumulation of PDMRA is based upon a 30-day month** (1-day Deployed = 1 mo for accumulation).

- **Accrues while on Medical Hold** (Only if in a designated area / OCONUS).
- **Annual Leave accrues while on PDMRA.**

- **Maximum PDMRA = 24 Days per occasion.**

- **PDMRA does not accrue until**

Processing PDMRA

- **Does not accrue while in Adverse Admin Status.**
  - Deserter, UA, Legal Hold, Pending Court Martial, Invol recall for Art 32, etc.

- **Use or Lose program.**
  - AcDu/AR must use during current PCS.
  - Reserve must use PRIOR TO being deactivated.

- **May be used in conjunction.**
  - Annual Leave, LWAS, TAD, PCS, Special Liberty, R&R.

Processing PDMRA

- **PerDiem is not paid while on PDMRA.**
  - Required to be shown on partial travel claims.
- **Use of PDMRA prior to earning is not authorized.**
- **Use of PDMRA vice annual leave does not justify Special Leave Accrual (SLA) authorization at end of FY.**
  - **Do not confuse SLA from LSL -**Marines choosing to take PDMRA vice LWAS rate to sell back accumulated leave.

Processing PDMRA

- D138 Remark displays deployed dates/total days.
- TOUR screen provides.
  - Calculation Date.
  - Total days Available.
  - Dwell Control Date.

- PDMRA is requested/tracked via MOL.
- Unit Diary if needed.
  - TTC 016 000 RESPITE ABSENCE.

- **PDMRA is calculated MONTHLY with the U&E at end of month.**

Processing PDMRA

- **Highly encourage** your Marines to take accumulated PDMRA vice taking annual leave. Leave can be sold back, PDMRA cannot (*unless it is a Reserve Member that is a Federal, State & Local Government Employee).

Conclusion

We covered references, common leave discrepancies, special leave accrual, lump sum leave for the Reserve Component and PDMRA. It's important that you all read current Marine Corps Orders and policy to ensure you are properly informing Marines of changes, keeping them accountable and ensuring that procedures are properly executed.

Questions?